

PERMIT APPLICATION CHECKLIST – NEW COMMERCIAL BUILDINGS

The following items are required when the application for permit is submitted:

1. One (1) **fully completed** application form
2. Three (3) sets of construction plans
3. Three (3) copies of the approved site plan
4. Application/Plan Review fee
5. LEED™ (Leadership in Energy and Environmental Design) project checklist (available at City Hall or City's website)
6. One (1) Soils Report, original signed and sealed
7. One (1) copy of the energy calculations, signed and sealed
8. One (1) copy of the SDA
9. If your project has anything to do with the sale of food, beverages, etc., or if it contains plans to build a swimming pool, you must submit plans to the Montgomery County Department of Health. Call the Health Dept. at 240-777-3986 to obtain information regarding plan submittal.
10. Development Impact Tax (**NEW IN 2002**, please direct inquiries to staff)

The following items are not necessarily required at time of application, but are required before a building permit will be issued:

- Copy of Maryland Contractors License
- The WSSC "pink slip"
- All required site permits

NOTES, COMMENTS, SPECIFICS:

1. The application form must be completely and properly filled out. Failure to do so will cause delays in the plan review process and the issuance of your permit.
2. The 3 sets of plans submitted must be the actual construction documents by which the building will be constructed, and must be signed and sealed (State of Maryland seal, only) on every page by the appropriate architect or engineer.
Also, the cover sheet shall have a code analysis which includes *at least* the following information: 1) total size of building (square feet); 2) height of building, in feet and number of stories; 3) use group; 4) construction type; and 5) whether building is sprinklered or not.
3. A copy of the City approved site plan must be included with each set of plans. (If the City approved site plan is not available at time of submission, please include 3 copies of the most recent rendition of the site plan available.) ***Please do not submit all the civil drawings, like landscaping, sediment control, storm drain profiles, etc.,. Just one sheet of the site plan (per each set of plans).***
4. The Application/Plan Review fee for projects with an estimated construction cost under \$500,000.00 is \$250.00, and for those over \$500,000 is \$1,000.00. This fee is nonrefundable.
5. Along with your application, we must receive a copy of the geotechnical report done on the subject property. The cover letter portion of the report must be an original document, signed and sealed by a professional engineer registered in the State of Maryland.
6. A copy of the energy calculations for the envelope of the building is required at the time of application; they must be signed and sealed by the appropriate, Maryland licensed, design professional.
7. A copy of the SDA (Site Development Approval) ***must be included*** with your permit application. This lets us know that your project has been approved in concept by the City of Gaithersburg, and is eligible to apply for a permit to do the actual construction.

Note: For further information on the plan and permit review process, see the document entitled, "Plan Review Process – New Commercial Buildings."